



INFORMATION SHEET

CLASS B TEMPORARY EXTENSION FOR SPECIAL EVENTS

**FORM
TEMPEX INFO**
3/21



\$75

**NON REFUNDABLE
APPLICATION FEE**

Additional \$50 Late fee if
application is received less
than 30 days prior to granting



**EVENT
DURATION**



**CH. 9
CODE REFERENCE**

westallis.municipalcodeonline.com

PURPOSE

A temporary extension of Class B for special events authorizes the licensee to sell or serve fermented malt beverages and intoxicating liquors during the period of time and in the area described in the application for such temporary extension, as approved by the Common Council.

Additional Licenses or permits that may be required:

- Events that extend onto public right away (street, sidewalk, etc.) need a Special Event Permit
- Events that provide entertainment that is not approved as part of the licensee's public entertainment license or if no public entertainment license exists a temporary public entertainment license may also be required
- Events that include use of a tent may require a [permit](#)

ELIGIBILITY

- Any person holding a valid Class B license may apply for temporary extension of such licensed premises for a special event.
- The area which the licensee wishes to include in any temporary extension of the licensed premises must be contiguous to the licensed premises and must either be owned by or be under the control of the licensee.

APPLICATION AND APPROVAL

- Submit completed applications to the City Clerk's Office with the required fee. Incomplete applications will be returned. [Click here for application.](#)
- If timely filed, the application will be forwarded to the Common Council for consideration, granting, or denial. If the application is filed late the application may not be able to be considered by the Common Council and the extension will not be granted.
- If the Common Council grants the application the City Clerk will issue the extension to the licensee. (If insurance is required, it must be submitted before the application can be issued.)

REQUIREMENTS

Enclosure of Extended Premises: The applicant must enclose the extended licensed premises so that the ingress and egress of patrons may be monitored.

Insurance: If the extension is onto or in the public right of way, the application shall be accompanied by proof of insurance for comprehensive general liability in at least the following limits of coverage: \$300,000 each occurrence and \$300,000 aggregate for bodily injury; \$300,000 each occurrence and \$300,000 aggregate for property damage. The proof of insurance shall have an endorsement to indemnify and hold the City of West Allis harmless from any and all damages, judgments and claims which may be asserted against the City by reason of any damages or injuries sustained by any person or to any property by the extension onto or in the public right of way.

Compliance: The applicant shall also comply with all other applicable statutes, ordinances, resolutions and conditions.

Clean Up and Refuse: The applicant shall be responsible for cleaning up the extended licensed area and shall provide containers for storage of refuse.

Failure to comply with requirements may impact the approval of future extension applications.